EFFICIENT MANAGEMENT OF ORDERS AND DELIVERIES

1. **Wash hands thoroughly.**

2. **Wear gloves and masks covering the nose and mouth.**

3. **Check all orders.**

4. **Pack carefully.**

5. **Disinfect order bags.**

6. **Make sure to carry:**
   - Liquid-based hand sanitizer 70% alcohol
   - Disinfectant spray 70% alcohol
   - Board or hard surface to support signing
   - Cash
   - Sign and receipt
   - Correct order

7. **Establish a delivery route.**

8. **Disinfect means of transportation, especially on basket and handlebars.**

9. **Maintain a distance of at least 6 feet with all people.**

10. **Spray 70% alcohol solution on all objects being delivered or received.**

11. **Deliver orders with caution.**

12. **When finished, use disinfectant gel.**